Belton I.S.D.
Employee Handbook
2026-2027

<u>BISD Vision Statement</u>

Empower each and every learner to pursue their dreams and enrich their communities

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Todd Schiller, Assistant Superintendent of Human Resources.

This handbook is neither a contract nor a substitute for the official District policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to, and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online at www.bisd.net.

DISTRICT INFORMATION

Description of the District

The Belton Independent School District is proud of its tradition of excellence. Bell County and Belton, the county seat, were both founded in 1850. Public education began in our community in 1854 under the direction of the City of Belton. The Belton Independent School District was created in 1926. The District's boundaries cover approximately 200 square miles located deep in the heart of Central Texas. The District currently serves approximately 13,600 students on twenty campuses.

Mission Statement

Policy AE

The Belton ISD mission is to empower each and every learner to pursue their dreams and enrich their communities.

Board of Trustees

Policies BAA, BE series

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board Members are elected annually and serve for three-year terms. Board Members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members include:

President, Mr. Chris Flor
Vice-President, Mrs. Erin Bass
Secretary, Mr. Rucker Preston
Mr. Manuel Alcozer
Mr. Riley Beck
Mr. Brandon Bozon
Mr. Jeff Norwood

The Board usually meets monthly at the Pittenger Fine Arts Center located at 400 North Wall Street. Special meetings may be called whenever necessary. A written notice of regular and special meetings will be posted at the Administration Building, the Board meeting location, and on the District's website at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board Meetings

BISD Board of Trustee meetings are typically scheduled for the school year on every third Monday of the month at 6:15 PM at the Pittenger Fine Arts Center. Times and dates may be adjusted by action of the Board of Trustees.

BISD Administration

Dr. Malinda Golden, Superintendent
Mr. Michael Morgan, Deputy Superintendent
Mrs. Jacklynn Niño, Assistant Superintendent of Teaching and Learning
Mrs. Melissa Lafferty, Chief Financial Officer
Mr. Todd Schiller, Assistant Superintendent of Human Resources

Dr. Cassandra Spearman, Assistant Superintendent of Student Services
Mr. Frank Murray, Chief Technology Officer
Mrs. Jennifer Ramirez, Executive Director of Human Resources

School Calendar

The school calendar is approved annually by the Board of Trustees. Copies of the school calendar are found in the appendix, and on each campus.

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Belton ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the District does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Sandra Garrett, Director of Title IX and Investigations, 400 North Wall Street, Belton, Texas, sandra.garrett@bisd.net, (254) 215-2616. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Sara Windham, Executive Director of Special Programs, 400 North Wall Street, Belton, Texas, sara.windham@bisd.net; (254) 215-2112.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on the District's website www.bisd.net.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement.* Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.texas.gov).

Contract and Noncontract Employment

Policies DC series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first full year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three full school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term or continuing contract should be given.

Term contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be considered at-will employment.

Paraprofessional and auxiliary employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Human Resources Department if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policies CQ, DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, and work areas, including District-owned technology resources, lockers, and private vehicles parked on District premises or work sites or used in District business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee who is required to have a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department.

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to healthservices@bisd.net by September 1st or upon new employment.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to healthservices@bisd.net by September 1st or upon new employment.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid. Information on Texas Education Agency (TEA) requirements is available on the TEA website (http://ritter.tea.state.tx.us/taa/health042109.html).

Reassignments and Transfers
Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract of a contract employee. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. An employee requesting a transfer to another campus must complete an application and apply for positions of interest. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. The Assistant Superintendent of Human Resources and the receiving supervisor must approve a transfer request before the transfer becomes final. The superintendent retains the final authority for teacher placement and may transfer teachers or other employees to meet District needs at his/her discretion.

Teachers shall be assigned in areas or subjects for which they have completed an approved program of teacher education. When one school has a surplus of teachers and another school has a shortage thereof, the teacher transfer will be determined in the following manner:

1. Transfer will be restricted to the grade level or department specified (except in extenuating circumstances).
2. Volunteer: Academic needs of the sending or receiving campus will be considered.
3. The teacher with the fewest number of current uninterrupted teaching years of service in the Belton Independent School District will be transferred.
4. If two or more teachers have the same tenure (#3 above), then the total years' teaching service will be the final determination.

Workload and Work Schedules
Policies DEAB, DK, DL

Professional employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be posted on the district website. Employees should review their assigned work schedule.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of 30 minutes. The District may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and auxiliary employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 11 for additional information.

ADA Accommodations
Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the Benefits Office in the Human Resources Department at benefits@bisd.net or 254-215-2019 and identifying an

adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available by contacting the Employee Benefits office in the Human Resources Department.

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact the Employee Benefits office in the Human Resources department.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Employee Benefits office in the Human Resources Department to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teach, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification may call the BISD Human Resources Department.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to the Assistant Superintendent of Human Resources any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or in the best interest of the District. Disclosure statement will be completed by all District employees and forwarded to the Assistant Superintendent of Human Resources. (appendix)

Performance Evaluation

Policies DN, DPB series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement
Policies BQA, BQB

At both the campus and District levels, Belton ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on district- or campus level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus or department office or from the Office of the Assistant Superintendent of Curriculum & Instruction.

Staff Development
Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by District- and campus-level advisory committees. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training
Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends
Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. Salaries for positions are calculated on a daily pay rate according to District policy. All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation, page 11.*)

Employees may verify their pay in the district's employee access system. Schedules are provided by the supervisor. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the Human Resources Department for information regarding the District's pay schedules or their own pay.

Service Record Information

Employees are responsible for providing verification of all related experience earned outside of Belton Independent School District. Human Resources will review all submitted experience to determine the appropriate salary. For experience to be considered for current year salary placement, documentation of the experience MUST be received in Human Resources no later than 90 days from your date of employment. Credit for experience received during the first 90 days will become effective from the hire date. Any documentation of previous work experience received after the 90 days will become effective on the date that it has been approved for credit.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid bi-weekly. Substitutes are paid weekly.

An employee's payroll check history contains detailed information including deductions and withholding information. Payroll check history can be viewed electronically through Employee Access. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll office if they have any questions.

Verification of employment is provided upon request of the employee or other source with required documentation and signatures of both parties.

The schedule of pay dates for the 2026-2027 school year is as follows.

Monthly employees are paid according to the following schedule:

7/24/26	**10/23/26**	**1/21/27**	**4/23/27**	**7/23/27**
8/25/26	**11/20/26**	**2/25/27**	**5/25/27**	**8/25/27**
9/25/26	**12/18/26**	**3/25/27**	**6/24/27**	**9/24/27**

Biweekly employees are paid according to the following schedule:

7/10/26	**10/2/26**	**12/24/26**	**3/19/27**	**6/11/27**	**9/3/27**
7/24/26	**10/16/26**	**1/8/27**	**4/2/27**	**6/25/27**	
8/7/26	**10/30/26**	**1/22/27**	**4/16/27**	**7/9/27**	
8/21/26	**11/13/26**	**2/5/27**	**4/30/27**	**7/23/27**	
9/4/26	**11/27/26**	**2/19/27**	**5/14/27**	**8/6/27**	
9/18/26	**12/11/26**	**3/5/27**	**5/28/27**	**8/20/27**	

Substitute employees are paid according to the following schedule:

8/28/26	**11/6/26**	**2/5/27**	**4/23/27**
9/4/26	**11/13/26**	**2/12/27**	**4/30/27**
9/11/26	**11/20/26**	**2/19/27**	**5/7/27**
9/18/26	**12/4/26**	**2/26/27**	**5/14/27**
9/25/26	**12/11/26**	**3/5/27**	**5/21/27**
10/2/26	**12/18/26**	**3/12/27**	**5/28/27**
10/9/26	**1/8/27**	**3/26/27**	**6/4/27**
10/16/26	**1/15/27**	**4/2/27**	**6/11/27**
10/23/26	**1/22/27**	**4/9/27**	
10/30/26	**1/29/27**	**4/16/27**	

Automatic Payroll Deposit

Direct deposit is required for all employees. Changes to an employee's direct deposit can be requested through Skyward Employee access. Any changes requested through employee access must be confirmed with the employee by payroll before the requested change will be approved. A Direct Deposit Authorization Form may be obtained at the payroll office. Photo identification will be required for all in-person direct deposit changes. In order for direct deposit changes to take effect for the current payroll, requested change in Skyward must be confirmed with the employee or a completed form must be received by the payroll deadline date list on the payroll calendar (current payroll calendars are available on the payroll webpage). Any discrepancies with your deposit must be discussed with your bank representative. Contact the Payroll Office for more information about the payroll direct deposit.

Any payroll changes affecting an employee's paycheck such as: W-4, direct deposit, etc. may be completed in the Payroll Office or electronically. Changes must be completed by the payroll deadline date list on the payroll calendar (current payroll calendars are available on the payroll webpage) in order to take effect for the following paycheck. Any changes processed after the deadline will be effective the following paycheck. All address or name changes should be completed in the Human Resources Department. It is the employee's responsibility to report an address change to the Human Resources Department and TRS so that all District and TRS information reach the employee in a timely fashion. Any changes to health or dental insurance should be completed through the Benefits Office in the Human Resources Department.

Payroll Deductions

Policy CFEA

The District is required to make the following automatic payroll deductions:

- Texas Teacher Retirement System (TRS) and/or Social Security employee contributions
- Federal income tax required for all employees
- Medicare tax (applicable only to employees hired in this District after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

All paraprofessional, auxiliary, and some professional employees shall have Social Security tax automatically deducted from their pay.

Employees may elect to include other payroll deductions for premiums for health, dental, life, and vision insurance; annuities; United Way contributions, savings and loan payments through Belton Federal Credit Union, and higher education saving plans or prepaid tuition programs. Employees may also request payroll deduction for payment of membership dues to professional organizations, the Belton Educational Foundation, and the United Way. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment.

TrueTime (BISD Time Keeping System)

The time keeping system for BISD is TrueTime. TrueTime is part of Skyward. The employee can go to Skyward Finance/Employee Access to view their timesheets, time off, pay checks, assignment information, etc.

Non-Exempt employees are required to accurately record all hours worked in TrueTime. The workweek for the District begins at 12:00 a.m. Saturday and ends on Friday 11:59 p.m. of each week. Upon completion of the employee's workweek, the employee is responsible for submitting their timesheets (end of the day Friday) to their supervisor. Timesheets are to be submitted not later than the following Monday at 10:00 am.

Supervisors are responsible for reviewing their employee's transactions in TrueTime and approving timesheets on a weekly basis, not later than Monday at 5:00 pm.

Falsification of timesheets or failure to follow the above responsibilities could result in disciplinary action up to and including termination.

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt full-time paraprofessional employees are paid on a salary basis and are scheduled and paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours in a week.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Employees may be compensated for overtime (i.e., hours worked beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time
- Comp time must be used by June 30 of the school year earned
- Use of comp time may be at the employee's request with supervisor's approval as workload permits or at the supervisor's discretion
- An employee is required to use comp time before using available paid leave (e.g. sick, personal, vacation)
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration

Travel Expense Reimbursement

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor must give written approval on a BISD travel form: https://www.bisd.net/departments/business-services/business-office/travel. Instructions for completing the forms are as follows:

Day Travel

1. Complete the "Request to Travel form" with the employee's name, campus/department, the budget account information, and the total number of miles traveled along with a copy of Google Map for verification of distance to and from the day travel location.
2. The request form will be submitted to the supervisor for approval.
3. Enter the request form into Skyward as a check request once employee completes day travel.
4. Within 10 days of return, any applicable receipts will need to be attached to the check request in Skyward.
5. No meals or per diem are provided for non-overnight travel.

Overnight Travel

1. Complete the "Request to Travel form" with the employee's name, campus/department, the budget information, and the total number of miles traveled along with a copy of Google Map for verification of distance to and from the overnight travel location. Calculate per diem within the document based on the duration of the stay. Per diem is prorated or reduced for meals.
2. The request form will be submitted to the supervisor for approval.
3. Enter the request form into Skyward as a check request for prepayment of per diem related to local travel. Federal travel will not be prepaid and will follow the federal requirements for travel. The employee will be reimbursed upon their return with all applicable receipts provided at the conference or partial day travel.
4. The travel form, map for mileage verification and registration packet or agenda for the conference or professional development will be attached to the check request submitted in Skyward.
5. For employees that are receiving prepayment of the travel, the check will be sent to the campus prior to their departure and can be picked up from the front office.
6. Within 10 days of returning from the travel event a copy of the hotel receipt, along with any additional receipts, will need to be submitted to the campus or department secretary. All travel advances not settled within 30 days shall be followed-up with the traveler. If the traveler does not respond, or submit the documentation timely, the travel advance shall be processed through payroll, taxed, and deducted from the employee's pay.

Health, Dental, and Life Insurance
Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members or
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees located on our District website or benefit portal. New employees must complete enrollment forms within the first 31 working days of employment. New employees may be covered no later than the 1st of the month following employment. Current employees may make changes in their insurance coverage only during the open enrollment period or if a qualifying event occurs. An employee who resigns and has completed the instructional year may keep their insurance coverage through August 31 if desired. Employees may contact the Benefits Office in the Human Resources Department for more information.

Supplemental Insurance Benefits
Policy CRD
At their own expense, employees can enroll in supplemental insurance programs for dental, vision, disability, life, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact the Employee Benefits office in the Human Resources Department for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, dental, vision, life, and cancer). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance
Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage from TASB, effective September 1 each year. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Employee Benefits Office in the Human Resources Department. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation*, page 18 for information on use of paid leave for such absences.

Unemployment Compensation Insurance
Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Department.

Teacher Retirement

All personnel that work half time or more on a regular basis for at least four and one-half consecutive months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. Please contact TRS for more information. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should complete all TRS required paperwork with TRS and notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (https:www.trs.texas.gov). See *Employment after Retirement, page 5* for information on restrictions and employment of retirees in Texas public schools.

Other Benefit Programs
Policy CRG

Tax-sheltered annuities. Employees may choose to tax shelter a portion of their paycheck for the purchase of annuities 403 (b), 457, or for contributions to individual retirement plans (IRA's). TCG Administrators manage the District's 403(b) and 457 plans. An employee may increase, decrease or terminate plans anytime during the year. Updates can be submitted through the online portal, www.tcgservices.com. Completed forms must be returned to TCG before the 10th of the month in order to begin, change or end the deduction within that month.

Tuition-free attendance for Non-PreK children of BISD employees. Children of BISD employees that live out-of-District may transfer into BISD at no cost. Employees must be in a regularly scheduled permanent position. Substitutes and temporary employees are not eligible for the incentive.

Belton Federal Credit Union. The Belton Federal Credit Union serves employees of BISD and the University of Mary Hardin-Baylor. It provides low-cost loans and other services to members. For information, please call the Belton Federal Credit Union at 254-215-2025. The Belton Federal Credit Union is located in the administration building at 400 North Wall Street.

LEAVES AND ABSENCES

General Information
Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Personal and local sick leave is earned on an annual basis. Leave is available for the employee's use at the beginning of the scheduled work calendar. If an employee leaves the District before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.
Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

1. Local personal leave
2. State sick leave accumulated prior to the 1995-96 school year
3. State personal leave

Employees must use paid leave for an absence. Employees do not have the option to be docked instead of using paid leave unless it is an absence related to workers' comp. Any unapproved absences or absences beyond accumulated or available paid leave shall result in a deduction from the employee's pay.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse.
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
- Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law.
- Grandparent and grandchild. Aunt and uncle.
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter. Next of kin is also considered for military caregiver leave. The definitions of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent more than five (5) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and – in case of personal illness – the employee's fitness to return to work (see appendix).

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the FMLA will be paid by the District as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. Four hours and above is considered a full day. Anything below four hours is considered half a day. State personal leave accumulates without limit, is transferable to other Texas school Districts and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. (Applies to State & Local Leave) - Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave.

Discretionary. (Applies to State & Local Leave) - Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor when determining if the absence will be approved.

No more than 5 consecutive days of discretionary leave may be taken. No more than 5 days of discretionary leave may be taken in a given semester.

Discretionary leave shall not be allowed on the first or last day of a semester grading period, the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state-mandated assessments, or professional or staff development days.

Leave Proration. (Applies to State & Local Leave) - If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state and local personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school Districts in Texas.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

In addition to state personal leave, all employees shall earn five days of local personal leave per school year, at the same rate as state personal leave. Local personal leave shall accumulate to a maximum of 40 workdays and shall be taken with no loss of pay.

Hardship Leave

To qualify for hardship, you must be a biweekly employee that has been employed for 12 months and scheduled to work less than 1,250 hours and employed at least 1 year. Biweekly employees who are eligible for Family and Medical leave will not qualify for hardship leave. Biweekly employees who qualify for hardship leave shall be granted up to 60 days each school year. The employee must submit medical certification prior to the use of hardship leave. Hardship leave shall not be granted on an intermittent basis and shall be unpaid leave. The District shall discontinue payment of the employee's health insurance premiums. The employee may continue group health care coverage by paying premiums him or herself.

Extended Leave

After all available paid leave days have been exhausted, all employees shall be granted in a school year a maximum of 15 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury or a member of the employee's immediate family.

Extended sick leave must be accompanied by medical certification of the illness or injury.

One-half of the employee's daily rate of pay shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

Extended sick leave shall be noncumulative.

Vacation Days

All non-exempt (hourly) 260-day employees are entitled up to five (5) vacation days per year, awarded in May for the subsequent year.

District Paid Holidays

All non-exempt (hourly) 260-day employees will receive seventeen (17) paid holidays throughout the calendar year as scheduled by the Director. Personal/sick leave shall not be used immediately following a school holiday. Employees must complete a full workday before a holiday and after a holiday to get holiday pay, unless vacation days are used. Vacation days may be used immediately before and after holidays.

Sick Leave Bank

Policy DEC

The BISD Sick Leave Bank is available to employees who choose to become members. Refer to DEC policy for guidelines.

Family and Medical Leave (FMLA) – general provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act.* Specific information that the District has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.
The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness ***may* take up to 26 workweeks** or FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time.** When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if ***all*** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have a least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency.

Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must:***

- Allow you take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Local Procedures for Implementing Family and Medical Leave

Local FMLA Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

Use of Paid Leave: Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses: Spouses who are employed by the District are limited to a combined total of 12 weeks of FMLA leave to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave: When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty: An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

Reinstatement: An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return: If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact: Employees that require FML or have questions should contact the Employee Benefits Office in the Human Resources Department for details on eligibility, requirements, and limitations.

Temporary Disability

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability and runs concurrent with all other leave.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the employee's supervisor and the Department of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee receiving workers' compensation wage benefits for a job-related injury or illness may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or –injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or –injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the Employee Benefits office in the Human Resources Department. Assault leave is not extended to psychological conditions that may occur as the result of the assault.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted for assault only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

When the employee is able to perform his or her job while complying with the physician's restrictions or is able to return to work on a reduced schedule, assault leave no longer applies. Intermittent absences are for follow-up doctor appointments or other therapy are not covered.

Bereavement Leave (Funeral)

Policy DEC

An employee shall be granted three days of bereavement leave per occurrence for use upon the death of a member of the employee's immediate family. Such leave shall be taken with no loss of pay or other paid leave. Bereavement leave shall be noncumulative. Employees should contact the Employee Benefits Office in the Human Resources Department for the use of bereavement leave.

Jury Duty
Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

Truancy Court Appearance

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid leave for military service: Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after military leave: Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they qualify to perform the required duties. Employees returning to work following military leave should contact the BISD Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

Continuation of health insurance: Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Employee Benefits office in the Human Resources Department and speak with the benefits specialist for details on eligibility, requirements, and limitations.

Substitutes

Belton ISD uses an automated absence reporting system. Employees shall report absences in the Skyward system and shall also report their absence directly to their principal or designee. If a substitute is needed, Skyward will direct employees to enter a substitute request in the Frontline Absence Management System. The Frontline System will call and log substitutes to fill vacancies as needed or substitutes may also search for specific jobs. Consult your principal or director for campus specific substitute questions. For questions regarding the operation of the absence reporting system, call 254-215-2020. To access the Frontline Absence Management System, the home telephone number on BISD records is the employee's identification number and the PIN number is the employee number.

If a substitute teacher replaces a teacher for a period that exceeds ten (10) days, the rate of pay will be an additional $10 per day added to their regular substitute rate for the remainder of the period that they substitute for that teacher.

Pay rate for Certified Teacher:	$125.00 per full day
Pay rate for Degree/Non-Certified:	$110.00 per full day

Pay rate for non-degreed substitute:	$100.00 per full day
Pay rate for Certified Campus Administrator:	$300.00 per full day
Pay rate for Certified School Counselor:	$200.00 per full day

Non-Duty Day Policy

In order to track the use of non-duty days, all twelve-month (226 day) employees are required to take non-duty days by April 30th of each year. The exact number of non-duty days will be determined by the school calendar as adopted by the Board of Trustees. Non-duty days will be made available for use by May 1st.

Exceptions:

- Employees who leave the District must take their non-duty days prior to June 30 or by the end of their contract, whichever comes first. Specified districtwide administration staff whose duties require their presence throughout the summer may be allowed to take their non-duty days at another time with supervisor approval.

All employees must submit related absence requests through the automated attendance reporting system for supervisor approval.

Administrators and directors are responsible for approving non-duty day requests from immediate staff members and are responsible for maintaining the proper documentation on each employee under their direct supervision.

The number of non-duty days may change from year to year due to changes in the school calendar or other actions of the Board. Non-duty days are days in excess of the 226 days of service required in the contract to which the administrator and the District agree.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include Teacher of the Year awards and dinner, Big Red Heart awards, and Employee Service Awards. Employees are encouraged to recognize one another or communicate any celebration of another employee to a supervisor to help share the good news and appreciation of others.

District Communications

Throughout the year, campuses/departments have various events and activities where media coverage is requested. The Communications Department is responsible for coordinating all media coverage for the district. All requests for media must be submitted, in advance, to the Communications Department. The Communications Department will contact the media outlet to arrange for coverage.

No campus/department personnel should directly contact the media at any time. If you would like media coverage, contact The Communications Department and we will arrange this for you (excluding the reporting of scores for athletic events to the media).

Media is required to let the district know ahead of time if they will be able to attend the scheduled event. The Communications Department will then contact the designated school/department to let them know to expect media presence.

A media packet will be distributed to local newspapers, television and radio stations outlining the procedures for gaining access to district facilities.

No media will be allowed on district property without consent from the Communications Department. Media is allowed to be across the street from campuses.

The Communications Department will contact campuses if the media is requesting admittance and arrangements will be made accordingly. In most situations, a staff member from the Communications Department will escort the media onto district property.

If a media representative contacts a district employee about a school-related issue, the employee is asked to immediately contact their supervisor and the Communications Department to share the name of the BISD person representing the media, the reason for the call, and a contact number. If contacted by a reporter or producer, employees are asked to refer them to the Communications Department at (254) 215-2067.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. Please refer to the District's website for a complete reference to this policy: www.bisd.net.

Employee Grievance Form (appendix)

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct
Policy DH, DHA

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination. Unreported absences for three (3) consecutive days will be considered job abandonment and will result in termination of employment.
- Know and comply with department and District procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policy and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See *Reports to the Texas Education Agency* for additional information.

The Educators' Code of Ethics, adopted by the State Board of Educator Certification, which all District employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope
The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performances

Standard 1.1 The educator shall not intentionally, knowingly or recklessly engage in deceptive practices regarding official policies of the school District, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Education Certification (SBEC) and its certification process.
Standard 1.2 The educator shall not intentionally, knowingly or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
Standard 1.7 The educator shall comply with state regulations, written local school Board policies, and other state and federal laws.
Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9 The educator shall not make threats of violence against school District employees, school Board members, students, or parents of students.
Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
Standard 1.12 The educator shall refrain from the illegal use, abuse or distribution of controlled substances, prescription drugs and toxic inhalants.
Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.
Standard 1.14 The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code (TEC), §11.005.
Standard 1.15 The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.
Standard 1.16 The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.
Standard 1.17 The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §26.008.
Standard 1.18 The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

I. described by TEC, §22A.201(a); or
II. directly related to student behavior or school property.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3 The educator shall adhere to written local school Board policies and state and federal.
laws regarding the hiring, evaluation, and dismissal of personnel.
Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.
Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonable prudent educator standard. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

I. physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
II. contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
III. transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
IV. taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
V. showing favoritism or isolation through gifts, rewards, or privileges.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in context and on the totality of the circumstances in assessing whether the communication is inappropriate include, but are not limited to:

I. the nature, purpose, timing, and amount of the communication;
II. the subject matter of the communication;
III. whether the communication was made openly, or the educator attempted to conceal the communication;
IV. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

V. whether the communication was sexually explicit; and
VI. whether the communication involved discussions(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
VII. whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student

Employee Dress Code

The dress and grooming of District employees shall be clean, neat, and professional and in a manner appropriate for their assignments. Staff dress affects student learning and the school climate; therefore, personal preference of clothing should not interfere with the education process. Clothing, jewelry and accessories worn by staff should exceed the expectations set for in the student dress code. Dress that may be considered inappropriate includes, but is not limited to, the following examples:

- Backless or strapless dresses or shirts
- Lack of undergarments
- Tight fitting clothing
- Revealing clothing
- Inappropriate length clothing
- Dress considered appropriate in some areas of the campus, but inappropriate in others
- Inappropriate tattoos
- Jewelry piercings in a visible area other than the ear

The following exceptions apply to these guidelines:

- Physical education staff may choose to wear appropriate attire, approved by the campus principal, during the physical education instruction period.
- Auxiliary employees in maintenance, custodial, transportation, and food service shall comply with dress and grooming guidelines as outlined below.

Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs*:*

Dress Code Guidelines for Food Service, Maintenance, Transportation, and Operations:
The personal appearance of District employees affects the respect those outside the District have for the organization, as well as respect employees have for themselves and one another. Appropriate clothing is also necessary in certain instances to promote workplace safety. As a representative of the District, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others. Supervisors are given the discretion to determine when and if an employee's dress falls below these accepted standards; however, the following guidelines should be followed absent extenuating circumstances.

General Guidelines:
Hair, including facial hair, should be clean, neatly groomed and non-distracting.
Clothing and accessories unacceptable for food service, maintenance, operations, and transportation employees include:

- Bare Midriffs;
- Halter tops, tube tops, low-cut tops and tops without backs;
- Denim pants except when allowed by the immediate supervisor;
- Shorts, except in the summer months and as allowed by the immediate supervisor. When allowed, shorts must be 2" above the knee or longer. Cutoffs (pants without hems that have been cut off to make shorts), jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted;
- Clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.;
- Clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags backpacks, caps, jackets, belts, belt buckles, etc.;
- Tattoos that are visible and deemed inappropriate by the immediate supervisor; and
- Any body piercing that is visible, other than earrings on female employees. Female employees may wear earrings, style and number deemed appropriate by the immediate supervisor. Male employees are not allowed to wear earrings.

The following items are required to be worn at all times:

- Shoes. House shoes or beach type shoes are prohibited. Shoes with heels over two inches in height are prohibited;
- Appropriate undergarments;
- School identification badge when on school property or in a District vehicle; and
- Uniforms when furnished. Employees are responsible for keeping the uniform neat and clean.

Inappropriate attire that distracts from the educational process will be addressed on an individual basis by the campus/department administrator.

Discrimination, Harassment, and Retaliation
Policies DH, DIA

Title IX Coordinator: Sandra Garrett, Director of Title IX and Investigations
400 North Wall Street
Belton, TX 76513
254-215-2616

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the Board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found on the District's website at www.bisd.net under policies and procedures. A copy is also located in the appendix of this handbook.

Harassment of Students
Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page 25 and *Bullying*, page 36 for additional information.

The District's policy that includes definitions and procedures for reporting and investigating harassment of students can be found online in policy FFH. Refer to Policy FFH at www.bisd.net – Policies and Procedure – Board Policy Online

Prohibited Conduct Report Form (appendix)

Drug Free Schools and Drug Free Workplace Requirements
Policy DI

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substance, illegal drugs, inhalants, and alcohol, in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. (See policies DH and DHE) 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statue conviction for a violation occurring in a workplace no later than five (5) days after such conviction. Within ten days of receiving such notice - from the employee or any other source - the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E)

Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

(This notice complies with the notice requirement imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 24 hours after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to Child Protective Services can be made online at https://www.txabusehotline.org/Login/Default.aspx, a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

Policy FFG

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed on the District website. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abus*e.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within 48 hours if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor

- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported not later than the seventh business day after termination or resignation or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds
- An attempt by a fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The District is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ, CQD

The District's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management may contact the office of the Executive Director of Technology.

Refer to Appendix for Acceptable Use Policy.

Personal Use of Electronic Communications

Policies CQ, CY, DHA

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram, Snapchat). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for

personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not use district email accounts to establish personal social media or other personal accounts.
- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. (See Policy FL)
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA (LEGAL)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. (See Policy GBA)
    - Copyright law (See Policy CY)
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

See *Electronic Communications between Employees, Students*, and Parents below, for regulations on employee communication with students through electronic media.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologist, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee is required to include their immediate supervisor and the student's parent as recipients on all text messages OR the employee is required to send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. without supervisor approval. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy (FERPA), including retention and confidentiality of student records. (See Policies CPC and FL)
    - Copyright law (See Policy CY)
    - Prohibitions against soliciting and engaging in sexual conduct or a romantic relationship with a student. (See Policy DH)
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot by preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee or any other employee. The employee should describe the form and content of electronic communication.

Public Information on Private Devices
Policy DH, GB

Employees should not maintain district information exclusively on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks
Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions
Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

The superintendent and directors are required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug Abuse Prevention
Policy DH

Belton ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. Refer to Policy DH for the District's policy regarding employee drug use.

Tobacco and Nicotine Products and E-Cigarette Use
Policies DH, GKA, FNCD

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking.
The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Fraud and Financial Impropriety
Policy CAA

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the District.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other District assets, including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or district policy
- Failing to provide financial records required by federal, state or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest
Policies CB, DBD

Employees are required to disclose in writing to the District any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interest of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors
Policy DBD

Employees may not accept gifts or favors that could influence or be construed to influence the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials
Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities
Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.
An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of District resources, including work time, for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions
Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security
Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See *Emergencies* on page 32 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgement on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the office of the Security Coordinator.

Identification Badges/Keys/Key Cards/Codes/Passwords

All BISD employees are to wear their District issued identification badge while on duty. These badges are the property of the District and must be relinquished if the employee leaves the District. Replacement badges are available in Human Resources at a cost of $5.00.

Employees issued keys, key cards, codes and/or passwords are responsible for their safekeeping. Lost keys or key cards must be reported immediately to your supervisor. Replacement key cards are available in Technology at a cost of $10.00. Employees who do not store or manage these items appropriately may be subject to disciplinary action up to and including termination.

Duplication of keys is strictly forbidden.

Possession of Firearms and Weapons
Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, unloaded, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call Doug Taylor, Director of Safety & Security, immediately at 254-215-2214.

Visitors in the Workplace
Policy GKC

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan
Policy CSC

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the central office and is available for inspection during normal business hours.

Healthy Air Quality

In order to create a safer learning and working environment for students and staff. Belton ISD strives to protect the indoor and outdoor air quality of its campuses. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to staff or students with allergies, asthma, or other health conditions.

All staff members are asked not to bring cleaning products, deodorizers or other personal care products into the classroom unless they are identified as fragrance-free. Air fresheners, plug-ins or similar products should not be used in Belton ISD buildings. In addition, cleaning products with strong scents will only be used during off-peak school hours.

Pest Control Treatment
Policies DI, CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District’s integrated pest management program.

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located near the principal's office and other entrances. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

GENERAL PROCEDURES

Emergency School Closing
Policy EB

The District may close schools because of severe weather, epidemics or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, District officials will post a notice on the District’s website and notify the following radio and television stations:

- KCEN TV Channel 6 Phone: 254- 859-5481 Website: www.kcentv.com
- KWTX TV Channel 10 Phone: 1-800-749-5957 Website www.kwtx.com/
- KXXV TV Channel 25 Phone: 254-776-2484 Website: www.kxxv.com
- KWKT TV Channel 44 Phone: 254-776-3844 Website: www.centexproud.com
- KTEM AM 1400 MIX Phone: 254-773-5252 Website: www.myktem.com
- KBGO FM 95.7 Phone: 254-776-3900 Website: www.oldies95online.com
- WACO FM 100 Phone: 254-776-3900 Website: www.waco100.com
- KWTX FM 97.5 Phone: 254-776-3900 Website: www.975online.com

Notice will also be posted on the District's Facebook page (facebook.com/BeltonISD) and on the District's X profile (@BeltonISD).

Emergencies
Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures
Policy CH

All requests for purchases must be submitted to the purchasing department on an official District purchase order (PO) form or check request with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number or check request.

The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the purchasing department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify their campus or department office and the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Updates can be made in the Skyward system.

All employees that hold a certification with the State Board of Education should keep their name and address updated with the State Board of Education at all times.

Personnel Records
Policy DBA GBA

Most District records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail address is confidential and may not be released without the employee's permission. Employees may choose to have the following information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Department of Human Resources. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use
Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The building principal is responsible for scheduling the use of facilities after school hours. Contact the building principal to request to use school facilities and to obtain information on the fees charged. Questions and concerns should be addressed to the Director of Student Services.

Entering Campus or District Facilities

Parents, guardians, guests and the general public are expected to use the public entrances to all BISD buildings and facilities. The public entrance is defined as the door or other point designated as the main entry for the building or facility, for example, the front entrance of campus buildings or the main ticket gate at the athletic stadiums or gyms. Access to District buildings or facilities may not be granted at any point other than the main or public entrance.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

Contract employees. Contract employees may resign their position without penalty at the end of any school year if notice is received at least 45 days before the first day of instruction of the following school year. A notice of resignation should be submitted online.

The Superintendent or designee shall be authorized to receive a contract employee's resignation effective at the end of the school year or submitted after the last day of the school year and before the penalty-free resignation date. The resignation is accepted upon receipt. The Superintendent or designee shall be authorized to accept a contract employee's resignation submitted or effective at any other time. The Superintendent or designee shall either accept the resignation or submit the matter to the Board in order to pursue sanctions allowed by law. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriate, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or later any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

Non-contract employees. Non-contract employees may resign their positions at any time. A notice of resignation should be submitted online at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving on the form but are not required to do so.

The principal or director is required to notify the Superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,
- Was involved in or solicited a romantic relationship with a student or minor.
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The Superintendent is required to report such conduct to TEA.

Dismissal or Non-Renewal of Contract Employees

Policy DF Series, DHB, DPA, DPB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advanced notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Non-Contract Employees

Policies DCD, DHC, DPA, DPB

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. *(See Complaints and Grievances)*

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees
Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the resignation as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Prohibition on Diversity, Equity, and Inclusion
Policies DF, DH

Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

Prohibited Classroom Instruction
Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment

Exit Interviews and Procedures

Exit surveys will be provided to every employee upon resignation. Exit interviews will be provided upon request for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting records will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience. All District name badges, keys, books, property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

Equal Educational Opportunities
Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Belton ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in

accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Sandra Garrett, Director of Title IX and Investigations, 400 North Wall Street, Belton, TX, sandra.garrett@bisd.net, 254-215-2616, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Sara Windham, Executive Director of Special Programs, 400 North Wall Street, Belton, TX, 254-215-2112, the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records
Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A District is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints
Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students
Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, if the medication is self-administered in accordance with District policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. You may contact BISD Director of Health Services for additional information.

Dietary Supplements
Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs
Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline
Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance
Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence within five days. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying
Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and can be found on the District's website, www.bisd.net, in the Board Policies

Hazing
Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

APPENDIX

Belton ISD Academic Calendar 2026-2027

- First Day of School - August 13
- Last Day of School - May 26
- Graduation - May 27

Student/Teacher Holidays

Sept 7 - Labor Day
Oct 12 - Fall Break
Nov 11 - Veterans Day
Nov 23 - 27 Thanksgiving Break
Dec 21 - Jan 1 Winter Break
Jan 1 - New Year's Day
Jan 18 - Martin Luther King Jr. Day
Feb 15 - Presidents Day
March 15-19 - Spring Break
March 26 - Good Friday
April 16 - District Closed

Professional Learning/Student Holidays

Aug 4-12
October 8
January 4
February 12
March 29 - 1/2 Day

Teacher Workday/Student Holidays

January 5
March 29 - 1/2 Day

Teacher Professional Learning Exchange Days

October 9
May 28

Parent Conference Day

October 30

√ Early Release Days - 2 hours

December 18
May 26

* Bad Weather Days

February 15
March 29
April 16

< > Reporting Periods

1st Semester: 80.5
2nd Semester: 89.5
Total Student Days: 170
Total Teacher Days: 187

July 2026

S	M	T	W	TH	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

August 2026

S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	Student - 13
9	10	11	12	<13	14	15	Teacher - 20
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

September 2026

S	M	T	W	TH	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	Student - 21
13	14	15	16	17	18	19	Teacher - 21
20	21	22	23	24	25	26	
27	28	29	30				

October 2026

S	M	T	W	TH	F	S	
				1	2	3	
4	5	6	7>	8	9	10	Student - 18
11	12	<13	14	15	16	17	Teacher - 21
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

November 2026

S	M	T	W	TH	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	Student - 15
15	16	17	18	19	20	21	Teacher - 15
22	23	24	25	26	27	28	
29	30						

December 2026

S	M	T	W	TH	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	Student - 13.5
13	14	15	16	17	√18>	19	Teacher - 14
20	21	22	23	24	25	26	
27	28	29	30	31			

January 2027

S	M	T	W	TH	F	S	
					1	2	
3	4	5	<6	7	8	9	Student - 17
10	11	12	13	14	15	16	Teacher - 19
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

February 2027

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	Student - 18
14	15*	16	17	18	19	20	Teacher - 19
21	22	23	24	25	26	27	
28							

March 2027

S	M	T	W	TH	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12>	13	Student - 16
14	15	16	17	18	19	20	Teacher - 17
21	<22	23	24	25	26	27	
28	29 *	30	31				

April 2027

S	M	T	W	TH	F	S	
				1	2	3	Student - 21
4	5	6	7	8	9	10	Teacher - 21
11	12	13	14	15	16*	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

May 2027

S	M	T	W	TH	F	S	
						1	
2	3	4	5	6	7	8	Student - 17.5
9	10	11	12	13	14	15	Teacher - 20
16	17	18	19	20	21	22	
23	24	25	√26>	27	28	29	
30	31						

June 2027

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Adopted 12.15.25--------

Belton ISD
DISCLOSURE OF NONSCHOOL EMPLOYMENT

Board Policy DBD(LOCAL) states that: "An employee shall disclose in writing to the Assistant Superintendent of Human Resources any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District."

Date of Disclosure: _____

Employee Name: _____

Employee's Job Title: _____

Dept./Campus: _____

Name of Immediate Supervisor: _____

Name & Address of Non-school Employer: _____
_____
_____
Phone Number: _____

Description of Non-school Employment:
_____
_____
_____
_____
_____
_____
_____

Dates of Non-school Employment:
_____

Received By: _____ Date: _____
Human Resources Department
Belton ISD

BELTON INDEPENDENT SCHOOL DISTRICT

LEVEL ONE

EMPLOYEE COMPLAINT/GRIEVANCE FORM

To file a complaint or grievance, please fill out this form completely and attach any supporting documentation in accordance with DGBA (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the appropriate administrator within 15 days from the date you first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance. For detailed information about the grievance process, please refer to DGBA (LOCAL).

1. Name of Employee: _____

2. Position/Campus: _____

3. Telephone #: _____

4. The date of the decision or action giving rise to this complaint: _____

5. Please describe the decision or action giving rise to your complaint. Use additional pages if necessary.

_____

_____

_____

_____

_____

6. Explain specifically how you were harmed or injured by the facts that you provided in response to question 4 above.

_____

_____

_____

_____

_____

7. Explain your efforts to informally resolve your complaint including with whom you spoke, when you met, and the response you received. If you did not attempt an informal resolution to this problem, please give a detailed explanation why not.

_____

_____

_____

_____

_____

8. Identify the outcome or remedy you seek for this complaint:

_____

_____

_____

_____

_____ _____

Employees Signature Date

Name & Address of representative, if any:

_____

_____

Telephone #: _____

BELTON INDEPENDENT SCHOOL DISTRICT

LEVEL TWO
EMPLOYEE APPEAL FORM

Complete this form to appeal a Level One decision, or lack thereof, in accordance with GF (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the Superintendent within 10 days from the date of the written Level One response or, if no response was received, within 10 days of the Level One response deadline. For detailed information about the appeal process, please refer to GF (LOCAL).

1. Name of Employee: _____

2. Address: _____

3. Telephone #: _____

4. Administrator who held Level One conference: _____

5. Administrator who made the Level One decision: _____

6. Date of the Level One decision, or, if no decision was made, deadline for the Level One response: _____

7. Attach a copy of the Level One decision and identify the part(s) of the Level One decision that you want the Superintendent (or his/her designee) to review and why.

_____

_____

_____

_____

_____

_____

_____

8. Attach the documents upon which you relied at Level One (if any) and explain how they support your position in this appeal.

_____

_____

_____

_____

_____

9. Identify the outcome or remedy you seek for this appeal:

_____

_____

_____

_____

_____

_____

_____

_____ _____

Employees Signature Date

Name & Address of representative, if any:

_____

_____

Telephone #: _____

BELTON INDEPENDENT SCHOOL DISTRICT

LEVEL THREE
EMPLOYEE APPEAL FORM

Complete this form to appeal a Level Two decision, or lack thereof, in accordance with DGBA (LOCAL). Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to the Superintendent within 10 days from the date of the written Level Two response or, if no response was received, within 10 days of the Level Two response deadline. For detailed information about the appeal process, please refer to DGBA (LOCAL).

1. Name of Employee: _____

2. Address: _____

3. Telephone #: _____

4. Date of Level Two Conference: _____

5. Administrator who held Level Two conference: _____

6. Administrator who made the Level Two decision: _____

7. Date of the Level Two decision, or, if no decision was made, deadline for the Level Two response: _____

8. Attach a copy of the Level Two decision and identify the part(s) of the Level Two decision that you want the Board of Trustees to review and why.

_____

_____

_____

_____

_____

_____

_____

9. Attach the documents upon which you relied at Level Two (if any) and explain how they support your position in this appeal.

_____

_____

_____

_____

_____

10. Identify the outcome or remedy you seek for this appeal:

_____

_____

_____

_____

_____

11. Do you want the Board to hear this appeal in open session? _____
If so, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.

12. Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

_____ _____
Employees Signature Date

Name & Address of representative, if any:

_____

_____

Telephone #: _____

BELTON INDEPENDENT SCHOOL DISTRICT

FFH & FFI (LOCAL) REPORT FORM

To file a report of prohibited conduct as set forth in FFH and/or FFI(LOCAL) policies, please fill out this form completely. Once completed, please provide a copy by hand delivery, fax, or U.S. Mail to your campus principal as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report any prohibited conduct may impair the District's ability to investigate and address the incident. For detailed information about the report process, please refer to FFH and FFI(LOCAL) policies. NOTE: This is not a complaint as allowed by FNG(LOCAL), but only a report of prohibited conduct.

1. Name of Student _____

2. Name of person making this report: _____

3. Campus/Grade _____

4. The date of the conduct or event giving rise to this report: _____

5. Please describe the discrimination, harassment, bullying and/or retaliation which you believe constitutes conduct prohibited by FFH and FFI(LOCAL). Please include where the incident occurred, when it occurred, and what was said or done, specifically. Use additional pages if necessary.

_____

_____

_____

_____

_____

_____

_____

6. Identify any witnesses to the prohibited conduct.

_____

_____

_____

_____

_____ _____

Student/Parent Signature Date

Revised 08/08

Belton Independent School District
Employee Acceptable Use Policy ("AUP")

The District offers a technology infrastructure (hereinafter referred to as the "DTI") that supports the teaching, learning and productivity of students, staff, and administrators. Employees are provided employee-specific user and email accounts and access to the DTI in order to conduct the business of the District. Employees will be held responsible for the proper use of the DTI as set forth in this AUP, the District's Employee Handbook and Board policy. The DTI is not private and is subject to the Texas Public Information Act. Employees' use of technology may be monitored by District administrators to ensure proper use.

The DTI includes:

- Any and all District-owned client devices, networked or stand-alone and all attached peripherals, including, but not limited to chargers, adapters, keyboards, monitors, printers, and scanners;
- Any and all network hardware and all devices attached to the District network including, but not limited to servers, phones, time clocks, and surveillance equipment; and
- Any and all computer program software and/or subscriptions licensed to the District.

Employees are prohibited from connecting personal routers, switches, wireless access points, or any other kind of network devices other than client devices, without the authorization of the District's Technology Department.

User and Email Accounts:

- Ensuring equipment password is protected to the following standard (at least eight characters long, one uppercase, one lowercase, one number, and one special character (!@#$...).Password changes will occur once per year or as necessary. User and email account passwords must not be shared with anyone, including other employees, family members or dependents as this can create a security compromise.
- Devices should not be unattended unless powered down or password-protected by locking the computer (ctrl-alt-delete, lock this computer).
- User and email accounts should not be used for personal correspondence or business, to establish personal social media or other personal accounts, to promote religious, political or other personal positions, or advertise any product or other "for profit" business.
- Email accounts should not be used to transfer large files such as high-resolution graphics, photos or videos.
- Email communication should be professional and courteous and in accordance with the Texas Educator Code of Ethics. Signature blocks should be limited to name and contact information with standard black fonts, and background graphics such as stationery, borders, stripes or other images are discouraged.

DTI Use:

- Employees may access the DTI for personal use as long as such use imposes no tangible cost to the District, does not burden the DTI, and has no adverse effect on an employee's job performance or student achievement.
- Employees are prohibited from transmitting any material in violation of any state or federal laws, including, but not limited to, copyrighted material or threatening or obscene material.
- Employees are prohibited from using any part of the DTI to engage in or facilitate illegal activity.
- Employees are prohibited from creating or intentionally obtaining and/or distributing files, data and/or email that contain objectionable material. Objectionable material includes, but is not limited to, lewd or foul language or images, material that is abusive, threatening, harassing or damaging to another's reputation, or information to assist in technology theft or misuse.
- Employees are prohibited from intentionally accessing objectionable material on the Internet. Unintentional access to objectionable material should be reported to the employee's supervisor.
- **Employees may not** produce or distribute political advertising that advocates for or against a position or candidate.
- Employees may not use the DTI to promote a personal business and/or for personal gain.
- Employees are prohibited from downloading and/or installing unapproved files or software and will be expected to respect copyright laws.
- Employees may not intentionally obtain copies of, modify or distribute data that belongs to someone else without permission.
- Employees shall not attempt to write, produce, copy, propagate or introduce any computer code designed to self-replicate, damage, change or otherwise hinder the performance of any computer's memory, file system, or software, also known as a "bug," "virus," "worm," or "Trojan."
- Employees shall not bypass District security measures by any means.
- Employees must maintain all District files and data in the DTI, especially student education records and sensitive personal information as defined by District policy. District data stored any place other than in the DTI is at risk, and the employee will be held responsible for such data's loss or compromise.

Inappropriate Use:
The use of the District technology network and Internet services is a privilege, and inappropriate use will result in cancellation or suspension of this privilege and/or disciplinary action in accordance with District policies.

EQUIPMENT USAGE AGREEMENT
BELTON INDEPENDENT SCHOOL DISTRICT

Upon receipt of the District Equipment identified below, Employee agrees:

- To use the equipment in accordance with the District's Acceptable Use Policy as found in the employee handbook;
- To exercise responsible care of the equipment, including proper handling and transporting of equipment and keeping the equipment clean;
- To make the equipment available to representatives of the District upon request;
- To submit the equipment to District Technology staff for any and all repair;
- To keep the equipment's data password protected, to frequently change the password, and to never share the password with anyone;
- To not allow anyone else to use the equipment;
- To maintain all software loaded on the equipment at the time of delivery to the employee;
- To not add, alter, delete or copy any software loaded on the device without approval from District Technology staff; and
- To run system software updates while the equipment is in the employee's care.

Employee acknowledges that the District owns and shall retain title to the equipment.

Employee acknowledges that the employee is responsible for the cost of repair or replacement if the equipment, including accessories, is lost or damaged while it is in the employee's possession.

If the employee fails to return the equipment by the date designated by the District, the employee agrees to pay the District the fair market value of the equipment, unless the device has been stolen and a police report has been filed. The District may, in its sole discretion, deduct such debt from the employee's salary in order to satisfy the employee's obligation to the District.

The Destiny Resource Management system will be used to assign equipment to the employees. Employee acknowledges responsibility for equipment checked out to the employee in the Destiny Resource Management system.

Employee Name (please print) _____ ID# _____

Employee Signature_____Date_____

Campus _____

Note: This policy addresses discrimination, harassment, and retaliation against District employees. For Title IX and other provisions regarding discrimination, harassment, and retaliation against students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

Definitions

Solely for purposes of this policy, the term "employee" includes former employees, applicants for employment, and unpaid interns.

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

In accordance with law, discrimination on the basis of sex includes discrimination on the basis of biological sex, gender identity, sexual orientation, gender stereotypes, or any other prohibited basis related to sex.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Prohibited conduct also includes sexual harassment as defined by Title IX. [See FFH(LEGAL)]

Prohibited Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, pervasive, and objectively offensive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or

practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; cyberharassment; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sex-Based Harassment

As required by law, the District shall follow the procedures below at Response to Sexual Harassment—Title IX upon a report of sex-based harassment, including sexual harassment, when such allegations, if proved, would meet the definition of sexual harassment under Title IX. [See FFH(LEGAL)]

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, pervasive, and objectively offensive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, contact, or communication, including electronic communication.

Reporting Procedures

Any employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should promptly report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

ADA / Section 504 Coordinator

Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other nondiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall promptly notify the appropriate District official listed above and take any other steps required by this policy.

Any District employee who receives a report of prohibited conduct based on sex, including sexual harassment, shall promptly notify the Title IX coordinator.

Investigation of Reports Other Than Title IX

The following procedures apply to all allegations of prohibited conduct other than allegations of harassment prohibited by Title IX. [See FFH(LEGAL)] For allegations of sex-based harassment that, if proved, would meet the definition of sexual harassment under Title IX, see the procedures below at Response to Sexual Harassment—Title IX.

The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

Initial Assessment

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proved, would constitute prohibited conduct as defined by this policy. If so, the District shall promptly authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

Interim Action

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

District Investigation	The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.
District Action	If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.
Appeal	A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.
Response to Sexual Harassment—Title IX	For purposes of the District's response to reports of harassment prohibited by Title IX, definitions can be found in FFH(LEGAL).
General Response	When the District receives notice or an allegation of conduct that, if proved, would meet the definition of sexual harassment under Title IX, the Title IX coordinator shall promptly contact the complainant to:

- Discuss the availability of supportive measures and inform the complainant that they are available, with or without the filing of a formal complaint;
- Consider the complainant's wishes with respect to supportive measures; and
- Explain to the complainant the option and process for filing a formal complaint.

The District's response to sexual harassment shall treat complainants and respondents equitably by offering supportive measures to both parties, as appropriate, and by following the Title IX formal complaint process before imposing disciplinary sanctions or other actions that are not supportive measures against a respondent.

If a formal complaint is not filed, the District reserves the right to investigate and respond to prohibited conduct in accordance with Board policies and administrative procedures.

Title IX Formal Complaint Process

To distinguish the process described below from the District's general grievance policies [see DGBA, FNG, and GF], this policy refers to the grievance process required by Title IX regulations for responding to formal complaints of sexual harassment as the District's "Title IX formal complaint process."

The Superintendent shall ensure the development of a Title IX formal complaint process that complies with legal requirements. [See FFH(LEGAL)] The formal complaint process shall be posted on the District's website. In compliance with Title IX regulations, the District's Title IX formal complaint process shall address the following basic requirements:

1. Equitable treatment of complainants and respondents;
2. An objective evaluation of all relevant evidence;
3. A requirement that the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process not have a conflict of interest or bias;
4. A presumption that the respondent is not responsible for the alleged sexual harassment until a determination is made at the conclusion of the Title IX formal complaint process;
5. Time frames that provide for a reasonably prompt conclusion of the Title IX formal complaint process, including time frames for appeals and any informal resolution process, and that allow for temporary delays or the limited extension of time frames with good cause and written notice as required by law;

6. A description of the possible disciplinary sanctions and remedies that may be implemented following a determination of responsibility for the alleged sexual harassment;
7. A statement of the standard of evidence to be used to determine responsibility for all Title IX formal complaints of sexual harassment;
8. Procedures and permissible bases for the complainant and respondent to appeal a determination of responsibility or a dismissal of a Title IX formal complaint or any allegations therein;
9. A description of the supportive measures available to the complainant and respondent;
10. A prohibition on using or seeking information protected under a legally recognized privilege unless the individual holding the privilege has waived the privilege;
11. Additional formal complaint procedures in 34 C.F.R. 106.45(b), including written notice of a formal complaint, consolidation of formal complaints, recordkeeping, and investigation procedures; and
12. Other local procedures as determined by the Superintendent.

Standard of Evidence

The standard of evidence used to determine responsibility in a Title IX formal complaint of sexual harassment shall be the preponderance of the evidence.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report of harassment or discrimination, files a complaint of harassment or discrimination, serves as a witness, or otherwise participates or refuses to participate in an investigation.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, intimidation, coercion, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Records Retention

The District shall retain copies of allegations, investigation reports, and related records regarding any prohibited conduct in accordance with the District's records control schedules, but for no less than the minimum amount of time required by law. [See CPC]

[For Title IX recordkeeping and retention provisions, see FFH(LEGAL) and the District's Title IX formal complaint process.]

Access to Policy and Procedures

Information regarding this policy and any accompanying procedures shall be distributed annually to District employees. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

Complaints

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process has been followed:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with DIA.
4. Complaints concerning instructional resources shall be submitted in accordance with the EF series.
5. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
6. Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees

The District shall inform employees of this policy through appropriate District publications and on the District’s website.

Informal Process

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate campus or District administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Filing Deadlines

If an employee has engaged in the informal process in an attempt to resolve the complaint with the District and has not reached a

resolution during the process, the employee must file a complaint within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Deadline Extensions

All deadlines shall be strictly followed unless otherwise required by law or modified by mutual written consent.

Formal Process

An employee may initiate the formal process described below by timely filing a written complaint form.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

The complaint form shall be filed with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, the employee shall file Level One complaints with the campus principal for any complaint on a matter related to a campus. For a complaint that arises on a matter that is unrelated to a campus, the complaint shall be filed with the appropriate District-level administrator.

If the subject matter of the complaint requires a Board decision, is a complaint about a Board member, or is a complaint about the Superintendent, the complaint shall be initiated at the Board level. A preliminary hearing to develop a record or recommendation for the Board may be conducted by an appropriate administrator.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

Option to Continue Informal Process

Even after initiating the formal complaint process, the employee is encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

Notice of Complaint

A District employee against whom a complaint has been filed shall be provided notice of the complaint in accordance with administrative regulations. The employee shall have sufficient opportunity to submit a written response to the complaint that shall be included in the record of the complaint.

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint. [See DG]

Complaints Against Supervisors

Complaints alleging a violation of law by a supervisor may be made to the Superintendent. Complaints alleging a violation of law by the Superintendent may be submitted directly to the Board or Board's designee.

Direct Communication with Board Members

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three business days after the deadline.

Scheduling Hearings

The District shall make reasonable attempts to schedule hearings at a mutually agreeable time. If the employee fails to appear at a scheduled hearing, the District may hold the hearing and issue a decision in the employee's absence.

Decision

A "decision" shall mean a written communication to the employee from the appropriate administrator that provides an explanation of the basis of the decision, an indication of each document that supports the decision, and any relief or redress to be provided. A decision shall be issued on the merits of the concern raised in the complaint notwithstanding any procedural errors or the type of relief or redress requested.

The decision shall also include information regarding the filing of an appeal in accordance with this policy. After a hearing at Level Three, the decision shall include information on submitting an appeal to the commissioner.

A decision may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail

to the employee's mailing address of record. Mailed decisions shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Representative

"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent the employee in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three business days' notice to the District before a scheduled hearing, the District may reschedule the hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

To promote efficiency in addressing complaints, the appropriate administrator shall determine if separate or serial complaints arising from an event or series of related events shall be consolidated.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted on a form provided by the District.

Copies of any documents that support the complaint should be included with the complaint form. If the employee does not have copies of these documents, copies may be presented at the Level One hearing. After the Level One hearing, the employee may supplement the record with additional documents or include additional claims.

Record

A record of each complaint hearing shall be created and retained in accordance with this policy. The record shall include documents submitted by the employee who filed the complaint, documents determined relevant by District personnel, and the decision.

Remand

A complaint or appeal form that is incomplete in any material aspect shall be refiled, if at Level One, and remanded at all other levels in order to develop an adequate record of the complaint.

If an adequate record has not been developed, the appropriate administrator may remand the complaint to a lower level. The Board or Board committee may remand a complaint to a lower level if at the Board level of review an adequate record has not been developed.

Assignment of Hearing Officer

When a District employee is the subject of a complaint, the hearing shall be conducted by an administrator who is in a supervisory or higher organizational role. The District employee who is the subject of the complaint shall recuse themselves from reviewing the complaint at any level in the process.

Investigation

The District may conduct an investigation at any level in the complaint process. If the District and the employee mutually agree, all deadlines shall be suspended during an investigation.

Audio Recording

As provided by law, an employee shall be permitted to make an audio recording of a hearing under this policy at which the substance of the employee's complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Complaint Levels

Level One

At Level One, the appropriate hearing officer shall hold a hearing with the employee within 10 calendar days after receipt of the written complaint. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider information provided with the complaint form and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a decision has expired, the employee may request a hearing at Level Two to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level One decision or, if no decision has been communicated to the employee, within 20 calendar days of the Level One decision deadline.

After receiving notice of the appeal, the Level One hearing officer shall prepare and forward a record of the Level One complaint to the Level Two hearing officer and provide a copy of the Level One record to the employee.

The Level One record shall include:

1. The original complaint form and any attachments.
2. Any other documents submitted by the employee at Level One.
3. If the complaint is against a District employee, the written response of the District employee, if any.

4. The decision issued at Level One and any attachments.

5. All other documents relied upon by the Level One hearing officer in reaching the Level One decision.

The hearing officer shall hold a hearing within 10 calendar days after the appeal notice is filed. The hearing officer may set reasonable time limits for the hearing.

The hearing officer shall provide the employee a decision within 20 calendar days following the hearing. In reaching a decision, the hearing officer may consider the Level One record, any additional information provided prior to the Level Two hearing, and any other relevant documents or information the hearing officer believes will help resolve the complaint.

Recordings of the Level One and Level Two hearings, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a decision has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the Level Two decision or, if no decision has been communicated to the employee, within 20 calendar days of the Level Two decision deadline.

Unless the Board delegates a committee in accordance with law, the Board shall hear the appeal of the Level Two decision.

After receiving notice of the appeal, the Board or Board committee shall hold a meeting to discuss the complaint no later than 60 calendar days after the date on which the Level Two decision was made.

The Superintendent shall inform the employee whether the Board or a Board committee will hear the appeal and of the date, time, and place of the meeting at which the complaint will be on the agenda for presentation to the Board or Board committee.

At least five business days before the Board or Board committee meeting, the Superintendent shall provide the employee a description of any information the Board intends to rely on that is not contained in the record created at the previous hearing levels, including any preliminary hearing.

The Superintendent shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. Any other documents submitted by the employee at Level Two.
4. The decision issued at Level Two and any attachments.
5. All other documents relied upon by the administration in reaching the Level Two decision.

The employee may request that the complaint be heard in open or closed meeting. The District shall honor that request unless the Texas Open Meetings Act or other applicable law requires otherwise. [See BE]

At the meeting, the presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by Board members.

In addition to any other record of the meeting required by law, the Board or Board committee shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from Board members with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board or Board committee shall then consider the complaint. It shall make a decision no later than 30 calendar days after the date of the Board or Board committee meeting at which the complaint was presented. The employee shall be provided a decision in accordance with this policy and state law.

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

Minimum Standards

In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

Retaliation

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

False Claim

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Timely Reporting

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

Student Report

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
Notice of Report	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
Notice to Parents	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Transfers

The principal or designee shall refer to FDB for transfer provisions.

Counseling

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention

Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.